CM/ECF Readiness Survey:
Ready, Set, Go!

Please use the following checklist to track your readiness to begin CM/ECF training. When **ALL** of the items are complete, please return the entire page to the court: **Kevin Plew, USBC-VT, P.O. BOX 6648, RUTLAND, VT 05702.** When we receive your completed survey, we will contact you to schedule a visit for an equipment check.

Attorney/Law Firm Name:_____

Telephone Number:_____

1. _____ My office has a PC (486DX66 or Pentium Processor) or a Macintosh.

2. _____ My computer runs Windows 3.1, Windows 95/98, or Windows NT.

3. _____ If I am planning to scan documents, my computer has at least 32 MB of RAM. If I do not plan to scan, it has at least 16 MB of RAM.

4. _____ A PDF-compatible word-processing program, like WordPerfect or Word, is installed.

5. _____ I have an Internet connection. If it is a modem, it operates at 28.8 kbs or faster.

6. _____ I have an Internet Service Provider, such as sover.net, vermontel.com, or Yahoo. **AOL IS NOT RECOMMENDED!**

7. _____ Netscape Navigator 4.73 or Internet Explorer 5.5 are installed on my computer(s)

8. _____ I have at least one of the following Adobe products that will be used to convert my word-processed documents into PDF documents. **CIRCLE ALL THAT APPLY**. (1) Adobe Acrobat Capture, Version 2 or higher; (2) Adobe Acrobat Writer, Version 3.0 or higher; (3) Adobe Acrobat, Version 3.0 or higher; or (4) Adobe Acrobat Exchange, Version 3.0 or higher.

9. _____ I am planning to scan documents and have a scanner either attached or networked to the computer intended for CM/ECF use.

_____   _____
Printed Name of Firm CM/ECF Contact   Signature of Firm CM/ECF Contact